CONSOLIDATED INFORMATION TECHNOLOGY SERVICES TASK ASSIGNMENT (TA)

1. **TITLE:** (H1) NTTS Task Management Support

TA No:	257-Rev2			
Task Area Monitor:		**Alternate Task Area Monitor:**		None
NASA POC:	None	**Software Control Class:**		Low Control
Type of Task:	Recurring Task			

2. BACKGROUND

NTTS is a complicated agency-wide tool that is task driven. The NTTS project has 3 Thrusts and issues tasks according to those thrust. The supporting contract has two different contractor line items (CLINs) and tasks are issued on the procurement end under these CLINs. At one time there can be many different tasks in progress with varying different funding requirements, ending dates and shifting schedules that need to be monitored and brought to the attention of the NTTS Contract Project Manager, Deputy Project Manager and / or COTR. The purpose of this task is to have contractor support for the NTTS Contract / Project in the following areas:

1. Scheduling support, task milestone and deliverable tracking
2. Task Monitoring (schedule, funding)
3. Attend and participate in NTTS Contract Status Weekly Telecon meetings by maintaining the NTTS Action Item Tracking Log and distributing it weekly via email to telecon attendees

3. OBJECTIVE

To provide support to the NTTS Contract / Project in the following areas:

1. Scheduling support, task milestone and deliverable tracking

2. Task Monitoring (schedule, funding)

3. Attend and participate in NTTS Contract Status Weekly Telecon meetings by maintaining the NTTS Action Item Tracking Log and distributing it weekly via email to telecon attendees

4. GENERAL IT SUPPORT SERVICES

Services Specified Through Exhibit A:
No specific system engineering, hardware or software support. This task is more administrative in nature.

Maintenance of Software Developed By or For LaRC:

N/A

General IT Support Services Performance Metrics

<u>Performance Standard</u>: Required documentation is complete, understandable, and up-to-date.

<u>Performance Metrics</u>:

Exceeds: Documentation is complete and up-to-date. Improvements have been made in the clarity of documentation.

Meets: Documentation is complete with only minor errors noted.

Fails: One or more required documentation components are not available or errors are noted that could compromise the operation or integrity of the systems.

5. SYSTEM AND APPLICATION DEVELOPMENT SERVICES

None required.

6. WORK-AREA SPECIFIC SERVICES

None required.

7. Exhibit A

None required.

8. SPECIAL SECURITY REQUIREMENTS

None required.

9. SOFTWARE ENGINEERING PROCESS REQUIREMENTS

None required.

10. JOINT REVIEW SCHEDULE

Attend and participate in NTTS Contract Status Weekly Telecon meetings with the NTTS Contract Project Manager, Deputy Project Manager, COTR, LaRC's IPP Lead, ODIN Dedicated Systems Administrator for NTTS and NTTS Contractor Project Manager by maintaining the NTTS Action Item Tracking Log and distributing it weekly via email to telecon attendees.

Keep NTTS Contract Project Manager, Deputy Project Manager, and COTR aware of upcoming deadlines, when tasks are close to their funding limitations, and when task dates are about to expire. Specific details (number of days, etc.) will be established once the task is assigned.

11. PERIOD OF PERFORMANCE

This TA is effective from 05/07/07 to 04/27/10

12. TECHNICAL PERFORMANCE RATING

Timeliness is critical for this task.

Quality: 40%   Timeliness: 60%

13. RESPONSE REQUIREMENTS

This Task Plan shall address the contractor's specific work plans, associated estimated labor hours, cost and schedule.

14. FUNDING INFORMATION

Funding has not been entered for this TA.

15. MILESTONES

None required.

16. DELIVERABLES

Number	Deliverable Item	Deliverable Schedule
1	Task Plan	05/20/09 Task plan should contain the Contractors interpretation of the requirements and the approach and tools that will be utilized to accomplish this task. The task plan should also contain a communication plan to accomplish this task, schedule, costs.

17. FILE ATTACHMENTS

None.